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OCHRM M82-415

MEMORANDUM FOR: Director of Communications

25X1 FROM: [redacted] Acting Chief, Human Resources Management Division, OC

SUBJECT: Monthly Report for July 1982

25X1 1. Following an intensive review of the Personnel Evaluation
25X1 System, the events of the 81/82 cycle and the problems that have
25X1 surfaced following implementation of the new system, [redacted]
25X1 [redacted] was published. The document is an effort to provide further
25X1 understanding of the Evaluation Policy and Procedures and to resolve
25X1 several procedural problems. The [redacted] which is being
25X1 distributed in time for the commencement of the 82/83 evaluation
25X1 cycle, should be instrumental in standardizing application and en-
hancing the efficiency of OC's Personnel Evaluation System. [redacted]

25X1 2. The Director of OTE, accompanied by the D/CO, visited CTB
25X1 on July 7. In addition to a general briefing on CTB, common train-
25X1 ing matters and bilateral rotational assignments between OC and OTE
25X1 were also discussed and agreement made informally. [redacted]

25X1 4. Three recruiters from the Office of Personnel visited CTB and
25X1 were briefed by C/CTB and two staff members from RASD and OTD. The
25X1 recruiters indicated that the orientation to the office and the school
25X1 was useful and indicated it would benefit OC to have school representa-
25X1 tives brief an upcoming conference of recruiters. [redacted]

25X1 5. The Office of Personnel (Recruitment Division) will now
25X1 administer typing tests to TCS applicants or will obtain certification
25X1 of typing ability. In addition, all Field recruiters will administer
25X1 Part 1 of the ET examination for screening purposes. Both of these
25X1 will ensure that only technically qualified applicants are placed in
25X1 process for OC. [redacted]

WARNING NOTICE
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25X1 6. Based on the need for the Agency to be as close to ceiling as possible on 30 September, PAB/PSS is trying to EOD as many professionals, technicals and clericals as possible between now and then. Also, the DDA Personnel Officer has advised us that OC should try to EOD up to one-third (7) of its FY83 ceiling increase. She has also indicated a willingness to assist OC in scheduling polygraphs, which are currently backlogged for six weeks or more. However, we are now advised that scheduling OMS exams are now a problem and all requests received this week could not be scheduled until after 1 October. We are, therefore, asking the DDA Personnel Officer to see if she could exert some pressure on OMS for any of our applicants held up for medical processing.

25X1 7. A preliminary study of changes in FPL policy and certification procedures was completed. Possible changes were forwarded to field chiefs for comments and/or suggestions.

25X1 8. Utility Equipment Specialists under the cognizance of Panel E were officially changed by OP to Engineering Techs/Specs under the career panel cognizance of MCU.

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